

**Colston's Primary School Full Governing Body Meeting**  
**Thursday 15 March 2018, 6.00pm**

<b>Present:</b>			
Alex Bell (AB), Head Teacher	Jamey Wilkinson (JW)	Kate Swainson Price (KSP) , Chair	Pauline Allen (PA) (6.30pm)
Emma Gledhill (EG)	Katy Dunscombe (KD)	Niklas Serning (NS)	Sally Reardon (SR)
Emily Young (EY)			
<b>In attendance:</b>		<b>Apologies:</b>	
Leanne Sowersby (LS) – Clerk		Emily Warren-Ballard (EWB)	
Imran Nazir, observer		Kate Patience (KP), Business Manager	
		Steve Purdie (SP)	
		Nick Woodroffe (NW)	

Subject	Discussion	Action Needed	Responsibility
<b>1 Welcomes, apologies and declarations of interest.</b>	KSP welcomed everyone, especially Imran Nazir who is a possible Community Governor and is here to observe. Everyone introduced themselves. No declarations of interest. Emily Warren-Ballard has resigned.		
<b>2 Vacancies Update</b>	Not discussed.		
<b>3 Headteachers' Report</b>	AB talked through the key points. This is a new template and AB / KSP would welcome feedback. <b>Admissions - Q – Why are the early years very boy-heavy?</b> That just seems to be the make-up of the catchment of the area at the moment. Could be affected by the Dolphin School, which attracts girls due to the feed in to the girls' school. This is usually a local demographics issue. <b>Groups update-</b> Are considering whether it is appropriate for the lower ability children to have the same success criteria as other children if they are unlikely to achieve them. There may be better ways to help them achieve. Have done a database analysis on the elaborate feedback that is being given to children. There is more of this happening for pupil premium learners. NS is meeting both SI and LW in early April and will also discuss these issues. <b>Behaviour</b> – has reduced in five of six areas. There was a peak in one area, relating to a particular group of children.		

	<p><b>Q – Is the mentoring working?</b> It is too early to tell as it has only been in place for a short time. It is likely to be a positive improvement.</p> <p>The critical points are in unstructured times. Are looking at different strategies, possibly staggering lunchtimes etc. especially with more children in the school. Also looking at ways of staffing the spaces.</p> <p><b>Q – Do the staff in the playground have training?</b> Yes, some are more proactive in using their training than others. Are also looking at getting more active play leaders in the playground. The design of the playground will take this into account.</p> <p><i>PA Arrived</i></p> <p><b>ArtsMark</b> – Have received the Gold Standard for this. This is a brilliant achievement.</p> <p>There is also a Platinum award which we will be aiming for – this involves becoming an ambassador school.</p> <p><b>70<sup>th</sup> Birthday</b> – Governors were invited to an unveiling of the work that the children have been doing on Friday 23 March at 2.30pm</p>		
<b>4 After School care Provision</b>	<p>KP and AB have met with SHINE. They are putting together a quote but this has not arrived as yet. SHINE offer two sessions after school, one is childcare, one is activity based. Bookings are done directly through SHINE, freeing up office time.</p>		
<b>5 Children in Care Annual Report</b>	<p>A report had been uploaded. KD talked through the key points.</p> <p><b>Q – Are the school involved with ‘Think Family’? This is a programme run by the Council where there is one key case-worker who links agencies together.</b> KD will investigate.</p>		
<b>6 Governor Monitoring Updates</b>	<p>Some reports have been uploaded to GovernorHub.</p> <p>Literacy and ArtsMark were both EWB. ArtsMark has been achieved.</p> <p>Need to find replacement Literacy and ArtsMark Link Governors.</p> <p>Still to be done:</p> <p>Health &amp; Safety - PA</p> <p>Numeracy – NW</p> <p>Behaviour - NW</p> <p>NW24 – KSP gave an update. KSP is part of the steering group and has been involved in planning the conference on 11 April. Theme of equality, opportunity success around vulnerable learners. Deadline for signing up for this is tomorrow.</p> <p>Coop &amp; PTAF – KSP gave an update. There are coop working groups set up – a transport group</p>	<p>Circulate NW24 conference information</p>	<p><b>KSP</b></p>

	<p>looking at the traffic issues at Elmgrove – they would like a Governor to join.</p> <p>Are working with the PTAF on fundraising.</p> <p>KSP will catch up with KP on the catering contract and feed back to the next meeting.</p>		
<p><b>7 Committee &amp; Working Group Updates</b></p>	<p><b>Outcomes Committee</b> SP not present – no questions.</p> <p><b>Finance &amp; Staffing Committee</b> EG had uploaded a report and talked through the key points. <b>Q – Was the health check expensive?</b> No, around £800 and comparable to similar organisations and cheaper than an accountancy firm. It was a company called School Business Services. SHINE is a company who provide support for PPA, after school clubs etc. Discussion around the difficulties of appointing lunchtime staff. SP to contact AB about a mid-year review</p> <p><b>Premises Committee</b> PA gave an update. Catering - the conversation with children about choices is now happening. There was a discussion around emergency repairs on the roof. Have obtained a cheaper quote and are likely to get insurance to pay for at least some of the costs. Discussion around the Condition Improvement Fund bids. The outcome is expected soon. Governors thanked Graham Ritchie for is voluntary work on this. Discussion around the traffic issues.</p> <p><b>MAT Working Group</b> A report was uploaded. JW talked through the key points. <b>Q – What schools are involved?</b> Colston’s, Hotwells, Westbury Park and Henleaze Juniors. This communication will be going to all the Governing Bodies involved. The working group would like to present to all the Governors from all the schools on the work done so far. Governors agreed they were happy with this. There will not be any definite commitment until there is much more information, including financial information.</p> <p><b>Fundraising Group</b> A report was uploaded. KSP talked through the key points and summary of recommendations.</p>	<p>Contact AB re mid-year review</p>	<p><b>SP</b></p>

	<p>The target for the playground appeal is £70,000. Current deadline December 2018. Have raised just over £30,000 since September. Nearing end of a match fund phase which will hopefully add another £10,000 into the pot. Lots of fantastic fundraising by the children. Focus after Easter will be staff Bristol 10K run, grant applications and pursuing business support as well as 70th birthday party. Sum of £70,000 partially based on the original designs and because it is the 70<sup>th</sup> anniversary. It has not yet been fully costed in detail. Phased plans will be finalised with contractors. Year 6 area phase one and going out to tender before Easter. Hope the eventual contractor will take a workshop approach to developing the playground and allowing people to see that something is happening with the money.</p> <p>AB thanked KSP for her enthusiasm in coordinating this.</p> <p>Some schools have received money for playgrounds from CIF funding. There may also be money in the planning department which is being investigated.</p> <p><b>Name Working Group</b></p> <p>The consultation is out. Discussion about the circulation of the survey. The survey asked what things people would want to be considered when looking at a new name – such as the location, community etc. Agreed to extend the deadline to Saturday.</p> <p>LS re-posted the link to the survey on GovernorHub. The Committee is meeting again on Tuesday and will decide, based on the consultation, how to move forward with making the decision.</p> <p>Need an Extra Governor meeting to decide the name. The name committee will feed back to Governors the next steps.</p>	<p>Feed back to FGB about next steps on the Name</p>	<p><b>Name Committee</b></p>
<p><b>8 Data Protection &amp; Freedom of Information Policy</b></p>	<p>A Records Management Policy and Retention Schedule was uploaded. Proposed to say are working towards adhering to the Information Management Toolkit for Schools' principles and guidance. <b>This was Approved</b></p> <p>Need to add a deadline for adherence to be achieved. Policy should be reviewed annually.</p> <p>AB gave feedback from the NW24 business managers meeting:-</p> <p>It was agreed that NW24 schools will adopt the eLIM data protection policy – which will be uploaded for the next meeting. eLIM are an outreach from Somerset County Council and provided training at the NW24 INSET.</p> <p>This is so that, if we all buy into a 'competent person' contract we are using the same policy. This is likely to be a similar arrangement to how we buy into delegated services for competent health and safety person.</p> <p>A working party was formed to draw up a service contract specification and they will investigate different companies. This will come back to NW24 for approval at the May meeting. Governors</p>	<p>Add deadline for achieving adherence to the IRMS principles</p>	<p><b>KP</b></p>

	<p>are asked to agree in principle for Colston's to be part of this as the most cost effective way forward.</p> <p>No schools are expecting to be fully compliant for the 25<sup>th</sup> May, but will be able to demonstrate working towards. The priority for schools is to work on their information audit so that they have an understanding of how they process all their data.</p> <p><b>Governors agreed in principle to move forward with NW24 to look for the most cost effective route to become compliant.</b></p>		
<b>9 Complaints Policy</b>	<p>This has had sections added on persistent and unreasonable complaints.</p> <p><b>Complaints Policy Approved</b></p>		
<b>10 Governor Development Services / The Key</b>	<p>We currently have access to The Key for School Leaders for £994. To purchase The Key for both School Leaders &amp; Governors through GDS / TWS would cost £1092</p> <p>Need to compare the costs of buying both services both buying directly and via GDS/TWS</p> <p>KP to provide the figures for both ways of purchasing both services for Governors' to consider – to post on GovernorHub</p>	<p>Provide figures for purchasing both Key services via TWS and not via TWS</p>	<b>KP</b>
<b>11 Minutes of the last meeting</b>	<p>Minutes of the EGB – 20 November 2017 – Agreed as correct</p> <p>Minutes of the meeting 7 December 2017 – Agreed as correct</p>		
<b>12 Matters arising &amp; Actions report</b>	<p>See Actions Report</p> <p>LS reminded Governors to complete the skills audit and log any training completed on GovernorHub.</p>		
<b>13 Policy Review Schedule</b>	<p>The updated policy review schedule was shared. Governors were asked to check policies due for renewal under their names.</p>		
<b>14 Any other business</b>	<p>Applying for the closure of Cotham Park North for the Birthday party on 30 June.</p>		
<b>15 Review effectiveness of meeting against Vision &amp; Objectives</b>	<p>Have progressed the change of name, have progressed in rolling out fundraising strategy, have progressed way forward in relation to MATs, 70th anniversary programme established and developing, discussed Governor monitoring - could be better, and didn't refer to governor dashboard - do governors refer to it when doing monitoring? Governor recruitment and retention also progressing.</p>		

Meeting closed 8.00pm

Signed:

Date:

Initial: